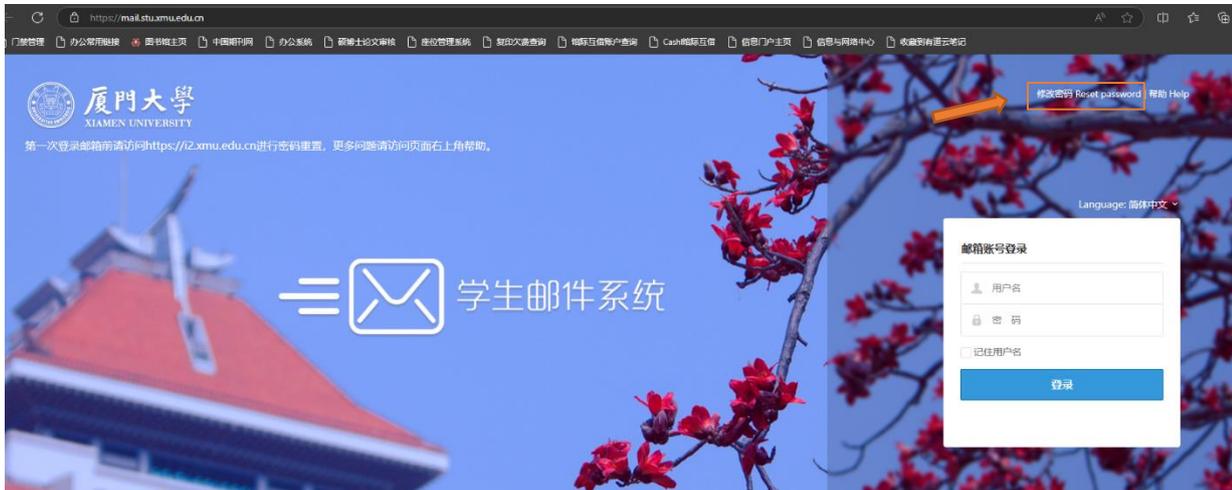


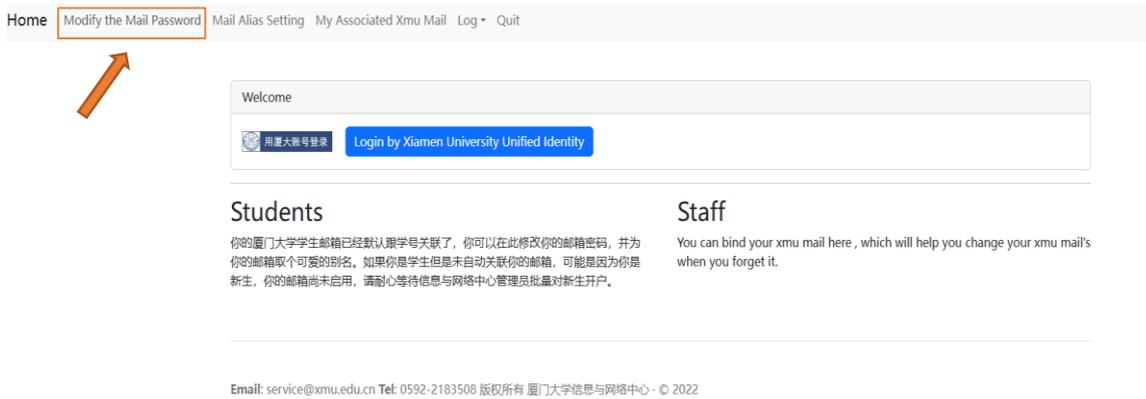
Xiamen University Email Setting Guide

● How to set email password?

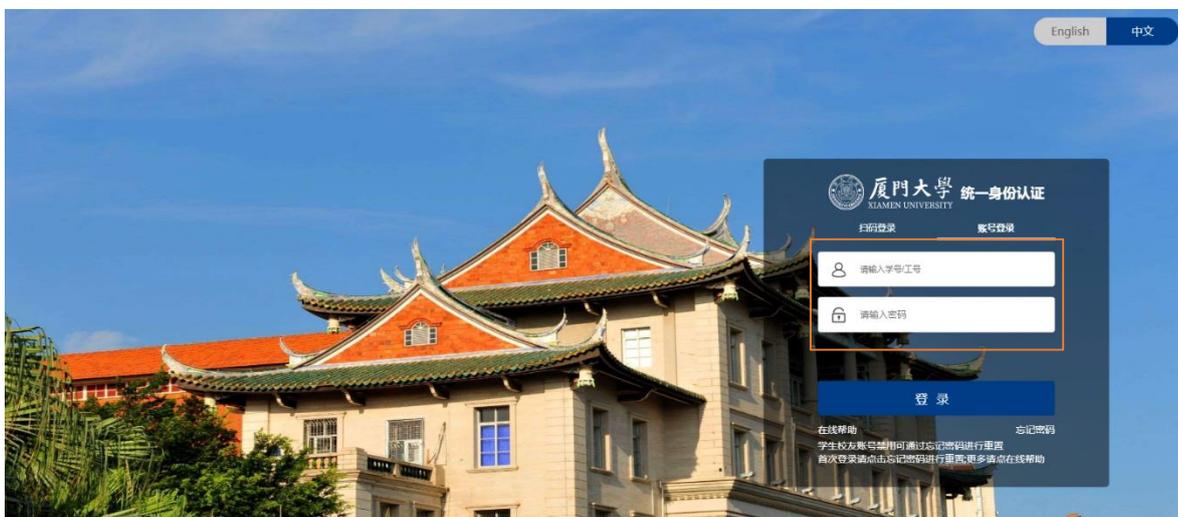
1. Go to <https://mail.stu.xmu.edu.cn>, and click “Reset password” on the right upper corner.



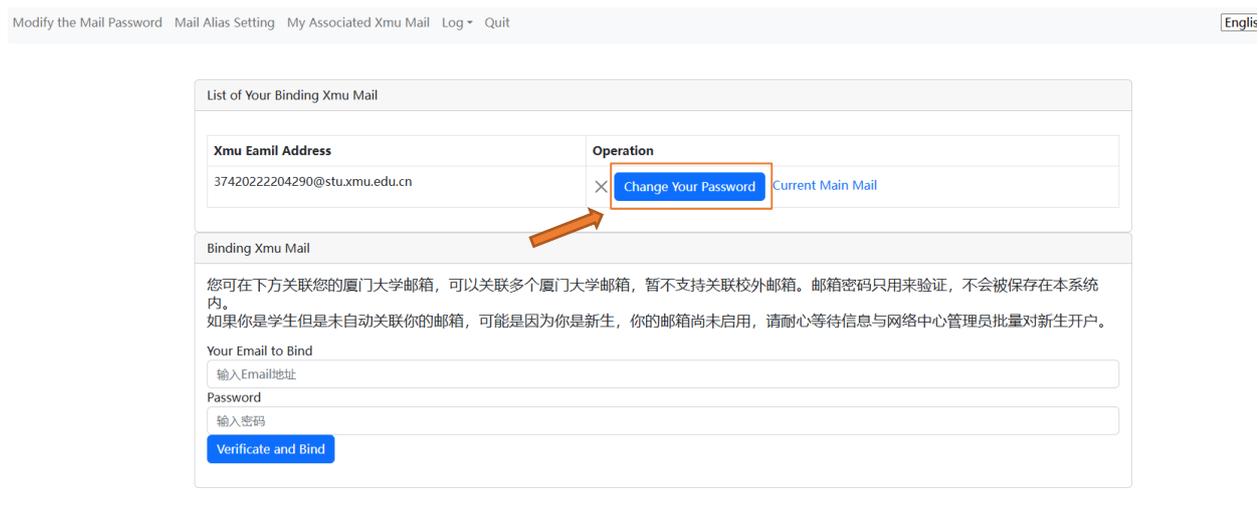
2. Choose “Modify the Mail Password” on the upper tool bar.



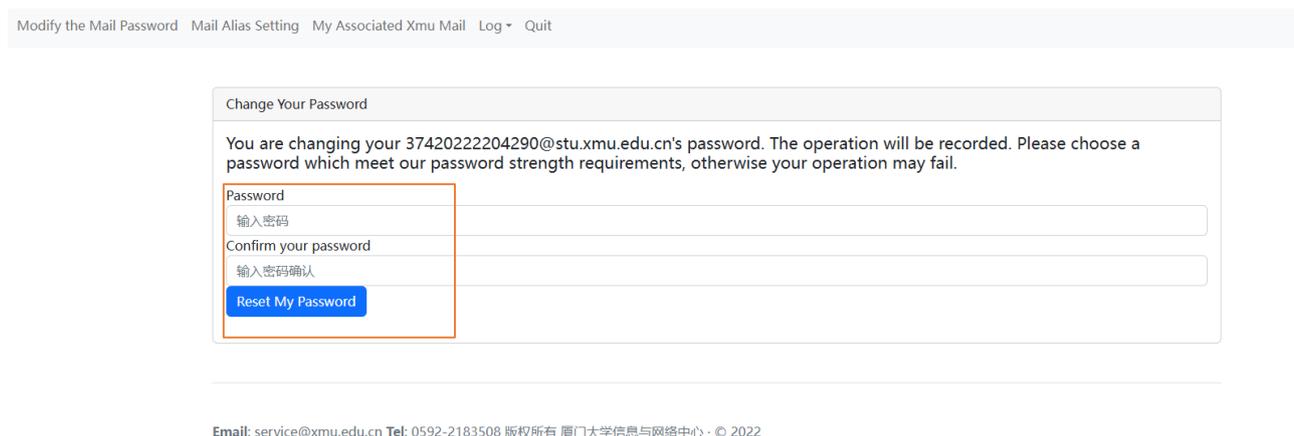
3. Log in your XMU Unification ID account (student ID number + password).



4. Click “Change Your Password” button.

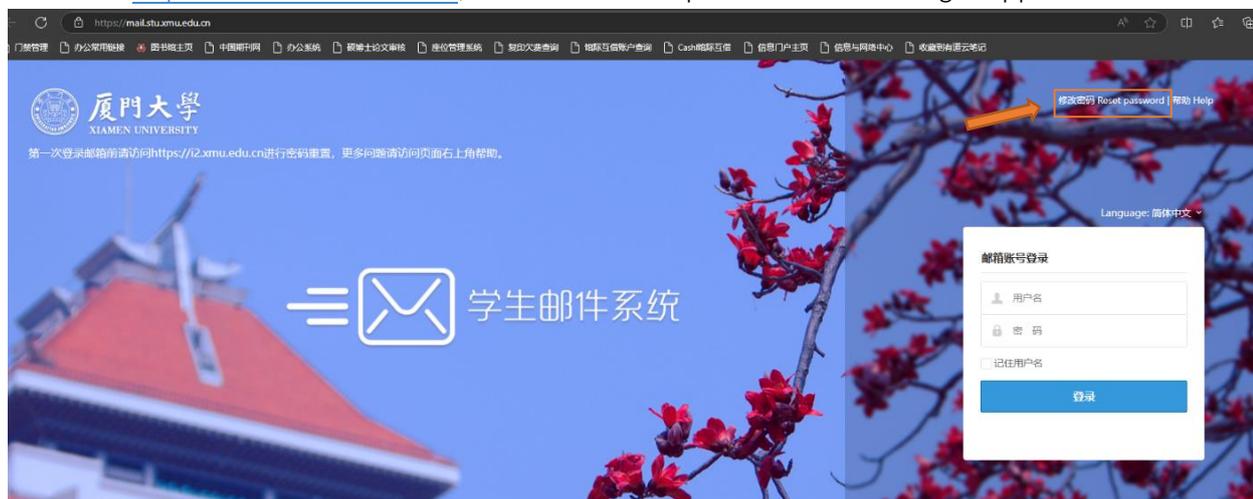


5. Type in your new password and confirm it by typing it again. Click “Reset My Password”.

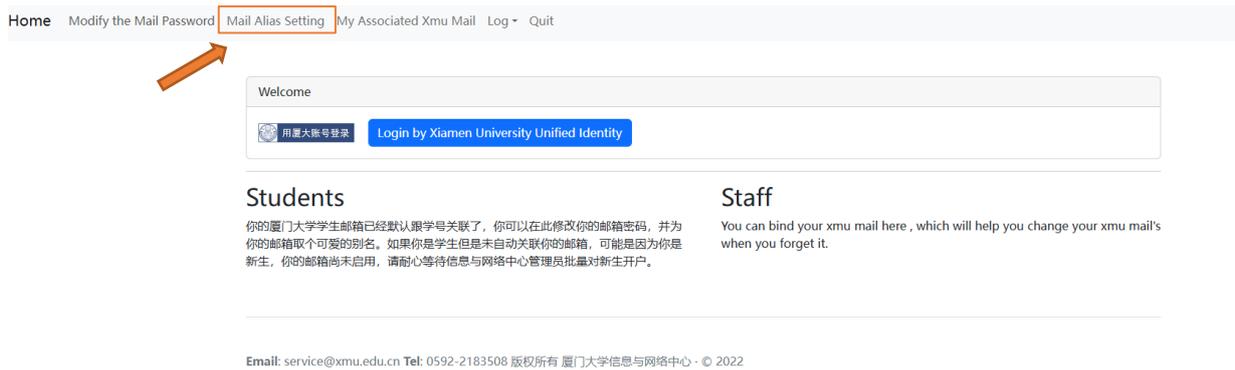


● How to change email username?

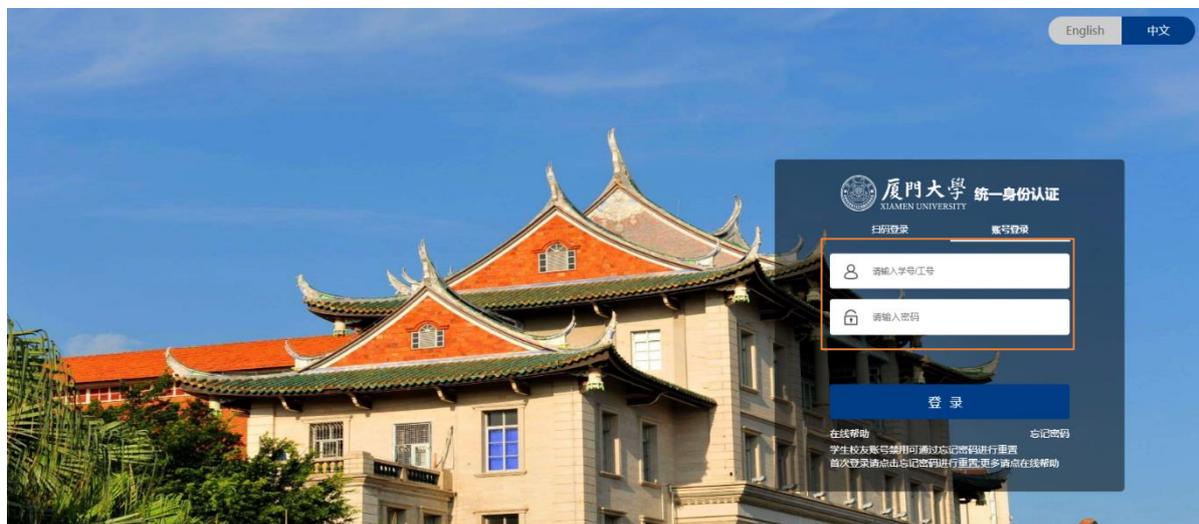
1. Go to <https://mail.stu.xmu.edu.cn>, and click “Reset password” on the right upper corner.



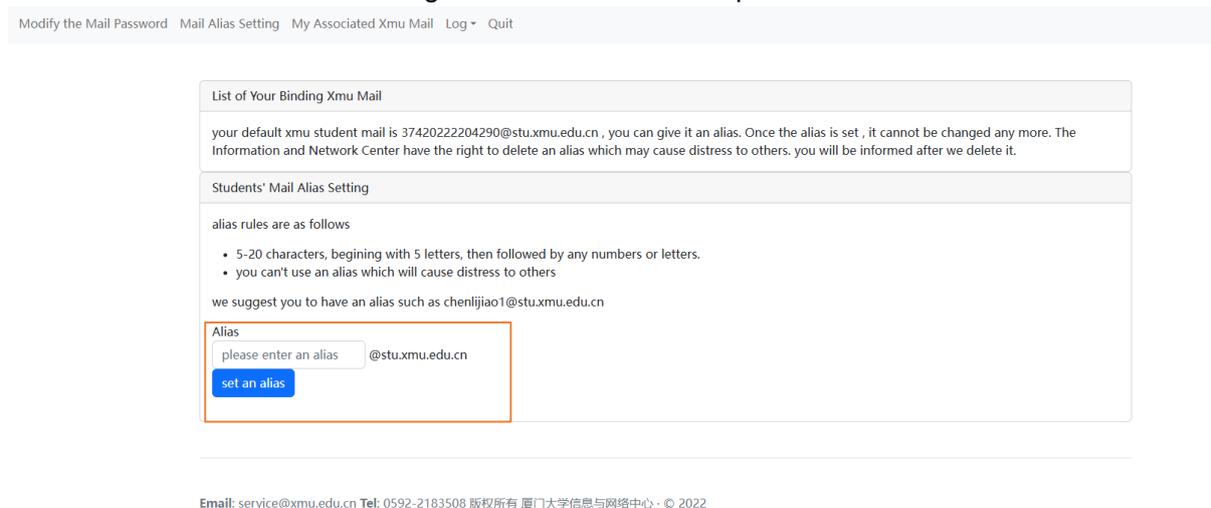
2. Choose “Mail Alias Setting” on the upper tool bar.



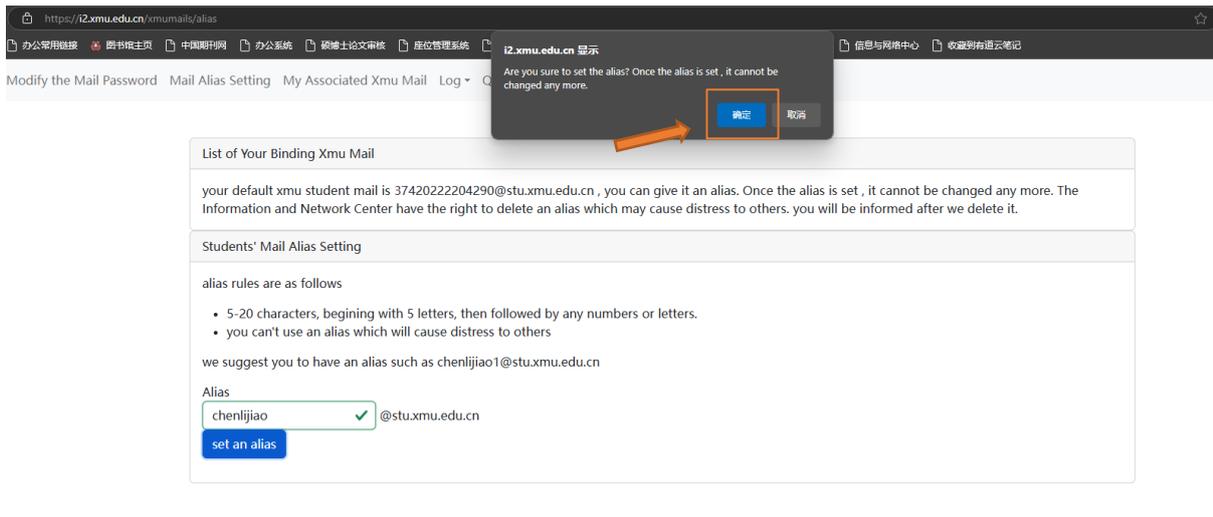
3. Log in your XMU Unification ID account (student ID number + password). You'll skip this if you've logged in.



4. Enter an email username following the instructions in the space. Click “set an alias”.

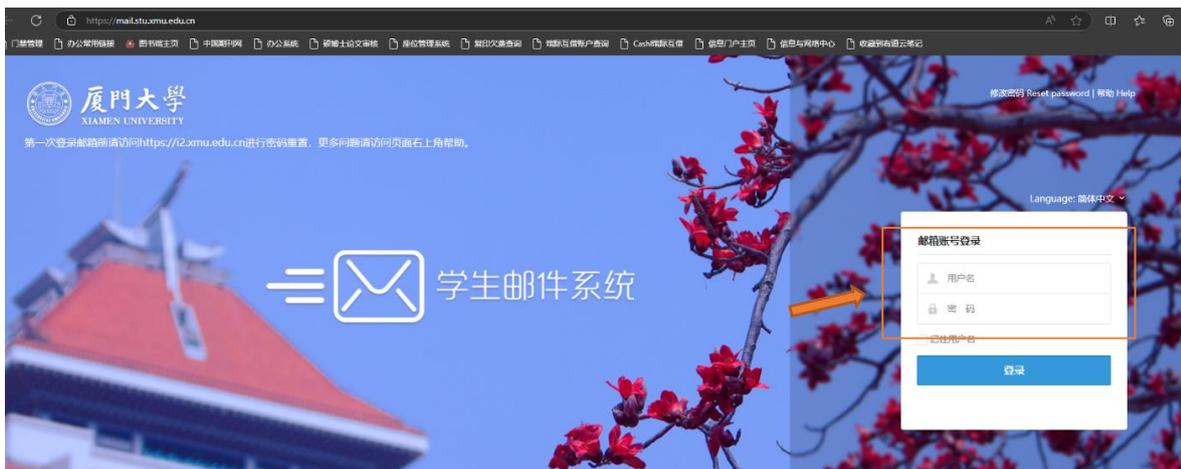


5. Click the blue button to confirm your new email username. If the username you chose has been used, you need to reset a new name repeating step 4. Please note that once the username is confirmed, you can't change it again.



● **Log in with your new username and password**

1. Return to <https://mail.stu.xmu.edu.cn>, and type the new email username and password in the white login column.



2. Use Wechat on your phone to scan the QR code and confirm login on Wechat. Then you'll enter your email homepage.

